



**ELMHURST**  
**S W I M   T E A M**

# HANDBOOK

To the Elmhurst Swim Team Families:

Welcome to Elmhurst Swim Team (EST)! We look forward to working with you and your swimmers. Swimming is a fantastic sport designed to afford children an interest not only in a lifetime fitness activity but also in personal and team achievement through a pattern of dedication that provides key building blocks to success in all aspects of life. This handbook intends to provide you information about the team, team events, family contributions and obligations and the overall USA Swimming experience.

As your children engage in a sport that develops individual commitment and enjoy team spirit while gaining a conditioning experience second to no other sport, you will also have opportunities to participate with them in a meaningful way and attention to this handbook, coupled with visits to the team website and the USA Swimming website will insure that, each year, your family takes the most from the EST experience regardless of the ages and skill levels of your swimmers.

Parent participation is imperative for the success of our team! Swim meets are organized and operated by team parents. With our schedule of home meets, our commitment to USA Swimming sanctioned meets, and our annual Holiday Swim Extravaganza weekend-long meet in December, you will be asked to assist in maintaining our reputation as a well-run team. When asked to volunteer, we hope that you will do so willingly. Without volunteers, the meets cannot be held and hosting successful meets is part of supporting your swimmer's athletic experience.

Please refer to the handbook throughout the season, but feel free to contact any of the board members or coaches if you still have questions or concerns.

Good Luck and Good Swimming!

Dave Davis, Head Coach

Troy Waldherr, Team President

Suzy Harrington, First Vice President

Dan Harrington, Second Vice President

Andriani Siavelis, Registrar

Dorothy Sobocinska, Treasurer

Lorraine Walker, Secretary

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## **PHILOSOPHY**

EST will provide an opportunity for each individual swimmer to progress to the best of her/his ability by operating as a year-around competitive swimming program. EST provides support to each swimmer to achieve his/her goals in an environment that is supportive and fun for everyone.

### **Goals for Individuals**

1. To provide an opportunity for young people to engage in a wholesome sport and lifetime recreational activity.
2. To promote physical fitness and encourage proper conditioning and healthy habits.
3. To provide opportunities for healthy social, emotional, and educational development.
4. To foster the development of high self-esteem and help cultivate positive self-esteem.
5. To assure that everyone has a positive worthwhile experience in age group and senior swimming.
6. To give every swimmer the opportunity to train and achieve the highest level they want.
7. To offer a comprehensive skill development program that will make each swimmer more proficient in the water.
8. To allow every child the opportunity to demonstrate legal starts, turns and finishes on a regular basis.

### **Goals for the Team**

1. To be an impressive team both in and out of the pool.
2. To achieve more “A” and “B” times than the previous year.
3. To qualify swimmers for the Illinois State Age Group, Senior Championships, Sectionals and Midwest Zone, and National meets.
4. To get as many people as possible to swim for themselves and to psychologically “fire up” all members of our swimming team to excel beyond what they initially thought was possible.
5. To allow swimmers leadership and mentoring opportunities in a team environment.
6. To provide meet and other event support where necessary during hosted events and other events where EST is competing.
7. To provide for the training and advancement of coaches and officials.
8. To continually plan for leadership of the team by engaging parents and coordinating volunteers in a fashion that improves not only meet operations but also team planning and service by the board of directors and committee chairs.

### **Goals for Coaches**

1. To develop the best swimmers in the state.
2. To produce not only great swimmers, but also great people who swim.
3. To provide age appropriate development and training.
4. To maintain an awareness of swimmers of all ages and levels and consider all swimmers in providing the best available methods of instruction.

5. To communicate effectively with swimmers, parents and officials.

Development and training will focus on the following three areas:

- SKILLS – Stroke technique, starts, turns, relay exchanges, and race pace
- CONDITIONING – Improving strength, endurance and speed
- MENTAL PREPARATION – Setting goals, mental planning of your race, positive mental attitude and learning to be a team player

These three factors are what contribute to a successful swimmer. Take these three things a step further and they are what can make the difference between a good swimmer and a great one. Your swimmer will be better equipped for future challenges as your swimmer matures.

## **ORGANIZATIONAL STRUCTURE**

### **Purpose and Organization**

EST is an Illinois not-for-profit charitable corporation. Through the corporation, EST provides administrative, financial, and general support for the swim team program. Membership in EST is open to the public, and ALL parents or guardians of registered swimmers are members of EST who consent (for themselves and for their swimmers) to participate in EST according to EST's bylaws, policies and procedures and according to the rules of USA Swimming and Illinois Swimming.

Operation of the corporation is in the hands of the board of directors. The board of directors includes the President, two Vice Presidents, the Registrar (often referred to as the business manager), the Treasurer and the Secretary but it may be comprised of as few as five members and no more than nine members. The President only votes when required as a member of the executive committee or to break a tie in the voting of the other directors who shall have one vote each except when two members of the same family are on the executive committee (in which event the family shall only have one vote). The board of directors also includes non-voting members: the head coach; the immediate past president; an athlete representative; and committee chairs. Non-voting members are advisory to the board of directors.

Officers and directors, other than the vice presidents, are elected for a one-year term at the annual March banquet. Each vice president serves a staggered two-year term with the First Vice President being elected in odd years and the Second Vice President being elected in even years. Officers can serve two consecutive terms. After that, they are ineligible to run for the same office if there is a contest.

The board of directors must meet at least four times annually. However, it has met on a monthly basis during months when EST has swimmers in the water and it occasionally meets more often when needed. Meetings of the board of directors generally occur at the venue where practice occurs on the date of the meeting. Meetings are open to parents of the swim team except on matters that the board of directors determines, or that the law requires, should be discussed only

within the board. At these times, the board may close the meeting to only voting members of the board and thereafter invite only those other persons into the meeting as deemed necessary to accomplish the board objectives for that portion of the meeting.

Board members work closely with the coaching staff to help define policies and provide special programs, which will result in a smooth running team and will achieve EST's goals.

The board of directors also provides as much as possible for continuity in team operations. All parents are encouraged to spend time talking to board members about roles they can play in the organization. EST is presently considering changes in policies to better plan for succession from one season to the next.

The board of directors also works through a committee structure when possible. The executive committee is a permanent committee of the board of directors that is comprised of all of the officers. Other committees allow a non-Board member to serve with two directors and act as a recommending body.

The role of parents in swimming extends not only to volunteering at meets and events, but it can and should include participation in team operations and planning.

### **USA SWIMMING AND ELMHURST SWIM TEAM**

Families are likely aware of several swimming organizations from learn-to-swim programs for the youngest swimmer through Master's swimming for our oldest swimmers. Many organizations provide swimming opportunity on a national, regional and local basis. Elmhurst Swim Team is one of these organizations. EST operates under the USA Swimming umbrella of entities formed for the purpose of forming and maintaining solid and well-educated swim teams nationwide. USA Swimming has many chartered state or regional organizations underneath it. In our case, Illinois Swimming, Inc. ("ISI") is the chartered entity that exists for local swim clubs in Illinois. EST operates as a distinct entity within the Illinois Swimming structure and does so according to its policies and the policies of USA Swimming.

Within our immediate area, families will note that college, high school and YMCA swimming is also available. USA Swimming understands that these organizations, and others, offer swim programs that are respectable and longstanding, and it has various policies concerning these organizations. However, EST families typically only need to deal with the concerns that arise when an EST swimmer also swims high school events. There are special rules for when a high school meet time will lead to a qualifying time and, indeed, EST's volunteer officials will occasionally work IHSA state meets to help USA Swimming members obtain these times. Additionally, there are rules that govern participation in USA Swimming-sanctioned or EST activities during the high school swim season (thus the adjusted rate schedule for our high school swimmers). We also use the York H.S. Aquatic Center, and in addition to fitting our program into a busy schedule, we also cooperate with member families in setting rates for swimmers that participate in the summer swim camp at York at the same time they are members of EST for the summer season.

Families and their swimmers need to remember that codes of conduct for students may apply to activities away from school, that we need to respect the facilities we use and their employees and that we hope to continue our longstanding relationship with District 205. While EST has its own policies and procedures, swimmers should also act as required by their school's policies and procedures in order to avoid any question concerning their behavior.

The last page of the handbook contains a rough organizational chart for the overall swimming environment and the local EST organization. The local portion changes annually based on the number of volunteers available and willing to lend a hand.

## **FAMILY VOLUNTEERS**

*All parents are expected to take an active role in the Elmhurst Swim Team.* Please review EST's volunteer policy. It controls over the summary provided in the handbook. Not only is every parent's help needed to conduct EST's various activities, but active participation also leads to camaraderie within the team that makes swimming a positive family and community experience. These activities include:

- Volunteering at swim meets
- Hosting social programs for swimmers and their families
- Generating publicity and a positive reputation for our team
- Providing administrative support (registration, records, team handbook, newsletter)
- Generally supporting the swimming program and its swimmers

Families are required to work a balanced number of meet sessions and events during each season. If, during the Fall/Winter season, a family misses a volunteer session or falls short in meeting the family commitment, a \$200.00 fee will apply. If the family does not meet the required number of sessions during the season, then a \$200.00 fee will apply. The volunteer requirement applies to families of all registered swimmers with the exception of those families who only have high school swimmers.

Families provide a deposit to EST at the time of registration. This sum is held by EST in a distinct account with the other family deposits. Any fees will be immediately assessed against the deposit. The policy technically mentions an outside window for return of the deposit but families can request a return of the unexpended family deposit between March 30 and May 31 annually by emailing the Treasurer and President if they will no longer have a swimmer registered with EST. EST's board will endeavor to follow up in a timely fashion. Families could also determine to donate the money to EST. Families with returning swimmers can roll the deposit over. The deposit and the volunteer requirement operate on a "per-family" basis.

The board of directors also authorized the use during home dual meets or time trials of a limited number of timers (likely never to exceed three or four per meet) that are between the ages of 12 and 18. This likely will not be permitted at other meets. Sessions such as these will count toward the volunteer requirement for the particular season. The limited number of positions will be

assigned on a first-come basis. No timer will be permitted to swim in the meet for which they are volunteering (exceptions apply for long distance events only).

Certified officials must also register to volunteer and meet the requirements. This additional rule arose simply from the concerns over having adequate records to confirm the fair sharing of volunteer work among families and to allow EST to properly recognize exemplary assistance from families.

The deposit and fee arrangement applies to everyone except the families with only swimmers in high school. Only established financial hardship will lead to a waiver of the family deposit, but this waiver does not eliminate the required work or the fees assessed.

Swim meets require many parent volunteers to run efficiently and effectively. Volunteer responsibilities range from timing on deck to working the concession stand. Volunteering at swim meets hosted by our team is also a good way to meet other parents and increase your enjoyment of the swimming program. Additionally, diving in a little deeper as a member of the board of directors will help the team tremendously through its next 25 years.

The hosting of major meets is one of our most important sources of funds to meet our expenses and a large number of workers are required for each meet. Major meets that we host include at least one major three-day sanctioned meet in December. EST may also host additional multi-day meets during other months and even at other locations. At least one parent is expected to volunteer at one or two of the home meets, as well as two sessions of the December Extravaganza meet. EST parents are expected to sign-up for volunteer assignments via the website. The signup for all meets prior to the major December Extravaganza meet will open on an announced date and parents can register to volunteer during the announced signup period. On the first Monday after Thanksgiving, signup will open for the major December Extravaganza meet and registration will be permitted during the announced signup period. At the conclusion of the period, EST will assign volunteer positions to those who have not signed up. This procedure will not only assure that all volunteer positions are filled, but will also minimize the amount of time required organizing the meets, reduce meet delays and allow for proper opportunity for parents to gain the most from their experience.

At the December Extravaganza and conference meets, more than 60 workers are required for each session (i.e. a half day session). A dual meet requires more than 30 workers per meet. At away meets and conference meets hosted by other teams we may be required to provide timers and officials just as we may require other teams to fill these positions at our hosted meets.

The volunteer requirements for a season cannot be nailed down with certainty until EST has concluded registration. At present, each family is expected to work one or two dual meet or time trial sessions from mid-October through early December. Session Two or families with swimmers that include a high school girl may find that working the single Friday meet session works, but they are encouraged to volunteer sooner if there is a conflict. Additionally, at least one parent/guardian is required to work two sessions of the five-session, three-day Extravaganza meet in December. Required times for arrival will be posted next to the volunteer slots at each

opportunity to sign up for work. Generally, admissions volunteers arrive 75 minutes prior to the start of the meet session (admissions sales begin one hour prior or sooner if the team is ready). Concessions volunteers arrive one hour prior to the meet session. Officials and deck marshals arrive one hour prior to the meet session. Timers, Colorado operators, deck refreshment providers and announcers arrive at least 25 minutes prior to the meet session. Special volunteer positions will open during the large December Extravaganza, and times for this work will be announced then.

Please insure that you log in to [www.swimest.org](http://www.swimest.org) and click on the meets/events tab where you will then have the opportunity to sign up to volunteer in a particular position. Emailing a coach or another volunteer is not only going to require more time, but it may lead to avoidable conflicts in scheduling. Each family can access the sessions it commits to. Each family should receive emailed reminders.

Please note that these are minimum requirements and more is always needed in order to fulfill our obligations as a team. We hope that everyone will willingly pitch in and help if asked to do more than described in the minimum requirements.

There are many opportunities at our meets to help out. A description of each volunteer position is available on the website or you may seek information about what each volunteer position requires by speaking with any board member. The board of directors, coaches, swimmers and all parents and fans will ultimately share in a great experience as a result of timely attention to volunteering.

## **COACHES**

*If you have any questions about the wet side of swimming, practice, meets, event selection, please address them with the Head Coach. Email Coach Davis at [swimest@gmail.com](mailto:swimest@gmail.com). If you email an officer or another volunteer, you might have a delayed or an incorrect response.*

The coaches are employees of the Elmhurst Swim Team. Through the board of directors, EST supports the coaches and various team activities. There should always be a cooperative effort among the parents and the coaches. While parents are encouraged to meet coaches and be sociable, parents should also remember that the best experience will arise from maintaining respect for the communication between a coach and a swimmer. This is the best line of communication on matters relating to practice and performance. While parents can certainly motivate and help kids maintain knowledge, there are occasions when parents might overstep into coaching a swimmer on matters of stroke technique and this can lead to confusion for the swimmer or an interruption in the development of a swimmer.

All of our coaches appreciate that swimmers have other activities, but they truly hope that swimmers will attend at least three practices each week, with four being the optimal number. Coaches plan their weeks to maintain the best teaching and training environment. If a swimmer misses a day, the swimmer—as in school—should know what they missed and determine how best to make it up. Additionally, some swimmers may develop an expectation that certain

activities occur on certain days (such as start instruction), but the coaches will not always plan for the same style of practice on the same days of each week during the season.

Coaches will make 90% of the decisions that matter to swimmers, from placement in a practice group during the season, to meet registration if there is a disagreement with the swimmer's preferences, to relay assignments and even team competition in meets. The coach's decisions are final. Concerns about a coach's decision should be politely addressed by the swimmer and coach or by a parent with the President who will then let the coach know about the issue.

## **BYLAWS AND TEAM POLICIES**

EST is guided by its Bylaws which are available on the website. The bylaws permit the adoption of team policies. Each season brings new or adjusted policies. The board of directors has spent an enormous amount of time addressing EST's policies over the past few decades. If EST does not have a team policy on an issue, USA Swimming policy governs. Moreover, if EST happens to have a policy on an issue and USA Swimming policy conflicts, USA Swimming policy may provide that its policy controls. At all times, Elmhurst Community Unit School District 205 policies may govern conduct at a District 205 facility or by a student at another facility.

## **VOLUNTEER POSITIONS WITHIN THE ORGANIZATION**

### Board Members

A list of board members, email addresses and their phone numbers are included on the website.

The following is a list of board positions and the duties performed by each.

#### PRESIDENT

- A) Preside at all meetings of the board of directors.
- B) Exercise general supervision over EST's affairs and activities.
- C) Be a member ex-officio of all committees except the Nominating Committee, if one is utilized.
- D) Appoint chairpersons for standing and special committees and, occasionally, directors.
- E) Participate in the development of the annual budget and contract negotiations with the coaching staff and third parties.
- F) Publish and present to all board of directors the agenda which will be discussed at the meetings
- G) Coordinate development and maintenance of clearly defined director responsibilities and detailed operating procedures.
- H) Maintain a regular profile at the pool during meets and practices to answer questions from parents and supervise team use of the building.
- I) Correspondence concerning team matters.
- J) Sign checks for EST

#### VICE PRESIDENTS

NOTE: two positions, elected to staggered two-year terms)

- A) Assist the President and perform the duties of the President in his/her absence.
- B) Appoint and be a member of the Nominating Committee, if utilized.
- C) Serve as a liaison to those planning events, including the Annual Banquet
- D) Participate in the development of the annual budget and review of bylaws policies.
- E) Keep an inventory of all permanent equipment and supplies. Including the storage location of each and maintain communication with coaches about equipment and supplies.
- F) Be liaison with all committee Chairpersons, as needed
- G) Arrange for printing of team materials as needed
- H) Maintain procedure for distributing team handbooks to new families as registration is received
- I) Attend monthly Board meetings
- J) Maintain a regular profile at the pool during meets to answer questions from parents and supervise team use of the building
- K) Assist in the carrying out of the volunteer policy
- L) Assist in team apparel, swimmer apparel and spirit wear planning and ordering

#### SECRETARY

- A) Keep the minutes of all meetings of the Board of Directors and Association and distribute the minutes to Board members
- B) Keep the attendance records of all Board meetings
- C) Participate in the development of the annual budget
- D) Inform Board members after their second and third absences from regular meetings
- E) Attend monthly Board meetings
- F) Correspondence concerning team matters, thank yous', get well notices as needed
- G) Maintain a regular profile at the pool during meets to answer questions from parents and supervise team use of the building.
- H) Except for those records to be maintained by the Treasurer and Registrar, maintain all records of EST and coordinate the maintenance of registration records with the Registrar.

#### TREASURER

- A) Receive, collect, disburse and assume responsibility for all funds and securities of EST and provide for the proper payment of salaries on the appropriate dates and payroll tax payments.
- B) Maintain all records of collections and disbursements, including financial reports.  
Present a financial report at each meeting of the board of directors. Reports should highlight major expenditures and income items, show cash on hand, and anticipate any cash flow problems. The reporting should also include a comparison of each month's income and expenses to the budget for the fiscal year (YTD) and to the prior year's income and expenses for the same period.
- C) Provide tax information as needed from the team records for filing of taxes for the fiscal year ending in September
- D) Participate in the development of the annual budget (providing a summary of the income and expenditures by budget categories to assist in budget projections)
- E) Arrange for checking accounts and approved signatures

- F) Supervise the control and handling of money during EST hosted meets, including start-up cash, collection, recording of deposits
- G) Compile a financial statements as necessary
- H) Attend monthly Board meetings
- I) Maintain a regular profile at the pool during meets to answer parent's questions and supervise the team use of the building.
- J) Sign checks for EST
- K) Serve as manager of raffles if hosted by EST
- L) Serve as the principal liaison with EST's accounting and auditing consultants

#### **BUSINESS MANAGER/REGISTRAR**

- A) Maintain an up-to-date file of all enrolled swimmers from registration forward
- B) Prepare and issue then-current team rosters, organized alphabetically, within two weeks after registration begins. Provide initial and updated electronic copies to head coach, board of directors, Meet Director, and volunteer coordinator in a timely manner thereafter.
- C) Maintain procedures for payments and collections of registration and meet escrow fees, family deposits and other swimmer registration costs preparing and distributing bills, and receiving and recording payments
- D) Compile past due lists and lists of family deposits with balances less than the required minimum for the board of directors (all in coordination with the Treasurer)
- E) Keep and active, up-to-date record of all swimmers escrow accounts
- F) Report the balance of each escrow account or deposit account at the end of each season to each family or remind families of the availability of this information through the website
- G) Provide needed assistance in printing from or collecting information from registration data for use in mailings, directories, swimmer events, etc.
- H) Maintain registration procedures and completed EST swim programs and provide the same to the Secretary at the end of the fiscal year subsequent to the completion of the program(s)
- I) Arrange for printing of registration forms, including emergency information/waiver, volunteer list and apparel orders or the use of the website using such forms and others as necessary
- J) Liaison with the Volunteer and Apparel Chairpersons for development of forms, if changes are required
- K) Place emergency information forms arranged alphabetically, in coaches emergency file as soon as received and as necessary thereafter
- L) Forward Apparel order forms, volunteer lists and any other forms developed to the appropriate chairpersons
- M) Provide periodic summaries of registration results to the head coach and board of directors
- N) Submit financial summary reports on team form for any activity involving team funds
- O) Attend monthly Board meetings
- P) Maintain a regular profile at the pool during practices to answer questions from the parents and supervise the team use of the building

#### **Committee Chairpersons**

The swim team may have a number of committee chairpersons to lead the a variety of activities. The names of the chairpersons will typically be listed on the website. The names and duties of

the committees may change periodically due to EST's varying needs during the fiscal year. The following are examples of committees and committee chairpersons during EST's tenure. The only permanent committee is the executive committee.

#### **MEET DIRECTOR/CHAIR OF COMPETITION COMMITTEE**

- A) Apply to host, and develop and distribute meet information required to obtain a USA sanction for USA, ISI meets hosted by EST according to the procedures in the Meet Director's Manual
- B) Select and coordinate vendors for the sale of swimming supplies and any other items at sanctioned meets or other major meets hosted by the team
- C) Coordinate the work of all committees for any team-hosted sanctioned meet
- D) Liaison with the Chairpersons for the Advertising Campaign, Volunteers, Awards, Social/Hospitality, Publicity and Newsletter, as needed to effectively promote and run these meets.
- E) During large sanctioned meets, be responsible for submitting preliminary and final results to ISI and final results to participating teams and individuals, as described in the Meet Directors Manual.
- F) For other sanctioned meets hosted by the team (i.e. dual, invitational, conference) obtain sanction numbers from ISI and submit the required final results according to the ISI rules
- G) Host any clinics, (i.e. officials)
- H) Attend monthly Board meetings, or submit reports as needed to keep the Board informed and up-to date- on conference rules, plans and activities.
- I) Attend Bi-yearly Meet Director meetings as set up by Illinois Swimming

#### **VOLUNTEER COORDINATOR/CHAIR OF VOLUNTEER COMMITTEE**

- A) Coordinate the sign-up of workers for all sanctioned meets, both home and away, where EST parents are necessary volunteers.
- B) Report the status of the sign-up of workers for all sanctioned home meets
- C) Maintain the volunteer sheets from the registration information and provide information to other chairpersons, as needed for projects, nominating committees, etc
- D) Attend monthly board meetings to keep up-to date with team requirements for volunteers
- E) Liaison with Meet Director, Newsletter chairperson and others as needed during the season to assist them with them activities

#### **PUBLICITY**

- A) Work to develop positive relations with the local newspaper staff
- B) Be responsible for all pre-meet publicity in newspapers, as well as post-meet results, trying to have as many pictures as possible included. This may include writing or arranging for articles in the local papers about meets, including dual meets.
- C) Be responsible for all publicity supporting fund raising and other team activities
- D) Make a special effort to publicize corporate sponsors
- E) Suggest and develop additional activities which could enhance the name of the swim team in the community, which could include arranging formal presentations about our team to local businesses and civic groups and private companies
- F) Support the coaches with publicity for recruiting activities and registration information
- G) Attend monthly Board meetings as needed to fulfill the above duties

### FINANCE COMMITTEE CHAIR

- A) Coordinate ordering of swim apparel at registration, times and follow-up orders during the season, if warrants
- B) Arrange for sample suits to be available for sizing during registration
- C) Keep records of payment and forward money received to the treasurer for deposit
- D) Place orders with suppliers
- E) Arrange distribution of apparel when received
- F) Handle questions an/or problems for parents
- G) Liaison with the Registrar and Newsletter Chairpersons. As needed, to accomplish these responsibilities

### EXECUTIVE COMMITTEE

- A) Perform those duties set forth in the bylaws
- B) Maintain consistent, accurate communications by coordination of the newsletter, telephone directory and emergency telephone committee
- C) Develop and maintain a procedure for the preparation, printing and distribution of the newsletter
- D) Set up emergency phone calling system within two weeks of registration
- E) Liaison with chairpersons and the coaches, as needed to accomplish these responsibilities

### ISI DELEGATE

- A) Attend ISI meetings to represent EST
- B) Vote, according to the team wishes, on issues at the ISI delegates meeting
- C) Bring pending issues to the attention of the Board prior to the delegates meeting
- D) Report results of the ISI delegates meeting to the Board
- E) Report to the Board about any issues you feel are important in the Illinois Swimmer newsletter. Such as insurance issues, certificate of insurance renewal notices, legal issues, etc

### EST SWIM COUNCIL (DEVELOPING)

- A) Assist in communicating ideas of swimmers to board of directors
- B) Provide leadership and mentoring to swimmers in all age groups
- C) Assist board of directors in ordering team apparel and spirit wear
- D) Assist in other prerogatives of the Swim Council as approved by the board of directors

### OFFICIALS

EST cannot thank its officials enough. We are always in need to new officials, so please step up.

### **Communications**

Good communication is critical to the success of the team. Hence, having the best possible communications is a major priority. We try to achieve good communications through an active board, a comprehensive team handbook and a website. EST also has a monthly newsletter. You will receive frequent emails. This is just a plain fact of life with EST because we need to keep families and swimmers informed. We are respectful of your time and have a general practice

concerning when a team-wide email is appropriate. Please do not delete emails without reading them.

**ALWAYS MAKE A PRACTICE OF VISITING THE TEAM CALENDAR TWICE A WEEK.**  
It takes only a few seconds, but schedule changes occur as a result of weather, District 205 adjustments and other factors. Indeed, meet and practice locations may even change. Generally, you can expect the schedule we announce at the start of the season, but matters beyond EST's control will interfere with our programs.

We appreciate the comments and questions of any parent and will do our best to help you with any problems.

### **Who to Call**

The following list of topics and positions should allow you a more direct line of communication:

REGISTRATION	REGISTRAR
OFFICIATING	PRESIDENT
VOLUNTEERING	VOLUNTEER COORDINATOR
FEES	REGISTRAR OR PRESIDENT
APPAREL	VICE PRESIDENT
WET SWIM QUESTIONS	HEAD COACH
PRACTICE QUESTIONS	HEAD COACH
MEET REGISTRATION	HEAD COACH
WEBSITE QUESTION	WEBMASTER OR PRESIDENT
SPONSORSHIPS	PRESIDENT
TAX I.D. OR FINANCIAL	TREASURER
TEAM RECORDS	SECRETARY
ANYTHING ELSE?	ONE OF OUR DIRECTORS

Contact emails:

HEAD COACH: [swimest@gmail.com](mailto:swimest@gmail.com)

Other officers/positions: [president@swimest.org](mailto:president@swimest.org); [registrar@swimest.org](mailto:registrar@swimest.org);

[webmaster@swimest.org](mailto:webmaster@swimest.org); [treasurer@swimest.org](mailto:treasurer@swimest.org); [secretary@swimest.org](mailto:secretary@swimest.org);

[apparel@swimest.org](mailto:apparel@swimest.org)

### **Fundraising**

The Elmhurst Swim Team historically does not have the swimmers do any specific fundraising. In 2014 with our first Swim-A-Thon, and the benefits of the hard work of these swimmers paid off in the form of new practice equipment and a program to bring Olympians to EST and provide training—the tuition for which was paid in part by EST). The largest fundraising activity of the year is the December Extravaganza meet. Through this meet the team can generate significant income which is used to maintain the current level of team fees while still improving the quality of our program.

EST recruits sponsors, allows parents to buy “swimmer notes” and sells heat sheets and concessions. The form for sponsorships is located in the “Parents/Documents” portion of the website. The form for notes to swimmers during meets will be in this same section. Sponsorships are considered by the board of directors. Please consider individuals and businesses you know and let us know if you would like us to help you approach them.

## **Social and Other Activities**

EST organizes special social programs and other activities for the benefit of the swimmers and their families. We try to have a number of social activities during the season. In early October, there will be a pair of new parents meetings and an open house for all parents will span the time of the new parents meetings. In December, there will typically be a volunteer appreciation night at a local establishment that has supported EST. We also host fun things for the swimmers such as a New Year’s Eve swim, T-Shirt Day (July), holiday parties and whiffle ball games. Families making plans to travel overnight to distant meets can safely bet that we are counting each registered swimmer so that the number of families at a travel meet is determined to justify a team dinner.

About our road meets... Don’t think for a minute that these meets are coming too soon. First, a pool is a pool to our swimmers. If we are swimming short course, 25 yards is just a long in a featured national or college pool as it is at York. If we are swimming long course, the same is true of the 50 meter pools! Second, your kids will love it and you will enjoy the time with them and other parents. We have three long-distance road meets during the year, and only one of them typically has a qualifying time requirement (Indianapolis), and many of our swimmers strive to meet the BB qualifying time for this meet. When it comes to our travel meets locally, these can be just as fun and beneficial to the swimmer, but they come without the overnight stay.

EST also holds a banquet or awards ceremony each spring. The banquet is the send-off for our high school seniors and an award and recognition ceremony for other swimmers. Team gifts are often passed out during the banquet and we get to relax over a buffet of food and desserts at a local convention hall.

EST is a longstanding not-for-profit. As a result, you see EST in parades, the newspapers and elsewhere around town. EST stands quite happy with its accomplishments over the years, so don’t be surprised if you have an opportunity to participate in any number of events during the year.

## **PRACTICE INFORMATION**

### **Practice Guidelines**

The following general rules apply to ALL swimmers:

1. Always be punctual and arrive at the pool in time to be on deck at the start of practice, ready to go at the designated time. Arriving 10-15 minutes before practice is usually sufficient to accomplish this.
2. On rare occasions swimmers may be late. If another activity, on a regular basis, is going to make a swimmer late, please inform the coach by sending a note from the parent to practice.
3. Plan to stay for the entire practice session. Some swimmers' best efforts occur at the end of practice. If a need arises to leave early, you must let the coaches know before practice begins. This can be accomplished by writing a note signed by a parent. Swimmers will not be allowed to leave during practice unless the parent has informed the coach.
4. Changes in schedules do happen from time to time. A cancellation or change will be announced at practice and on the website. If the High School is unexpectedly closed due to school closing or no school day, there will likely be NO practice that day. Practices may be cancelled due to York High School's schedule also. Please check the website calendar and your email regularly.
5. Parents, please do not spend time on deck unless authorized by a coach or a board member. Also, we ask that you park your car in a lawful parking space (not in the circular drive) if you are walking your swimmer(s) from or to the car. The circular drive is for loading and unloading only and this should occur only on the curb side of the drive.

### **Practice Behavior**

Swimmers are obliged to conduct themselves as teammates. This means supporting one another with a spirit of enthusiasm and cooperation at practice as well as in meets. NO criticism or belittling of individuals will be allowed.

Abusive language, lying, stealing and willful destruction of property will not be tolerated. At present, we are very lucky to have the pool that is available to us. We cannot have any actions that could possibly jeopardize the use of our pool. Poor behavior traits are destructive, not only to the individuals involved, but to the reputation of EST. They are not acceptable and will be dealt with swiftly and decisively.

Swimmers may not leave a practice without a coach's permission. Bathroom stops will be kept to a minimum. Swimmers will be allowed a trip to the bathroom before or after a set, if necessary. Swimmers should not ask to leave during a specific exercise.

Proper behavior is expected at all times in locker rooms. No camera or other recording devices shall be used in any locker room. Swimmers and parents must understand the locker room policy. No deck changing is permitted.

## **GENERAL MEET INFORMATION**

### **USA Swimming Organization**

United States Swimming is the organization that runs the primary amateur swimming program in the United States. The organization sanctions meets, defines swimming rules, qualifies officials and generally supports and promotes competitive swimming. The local Chapter for our area is Illinois Swimming, Inc. (ISI). When you hear “ISI” it is often a reference to our chapter in Illinois or a large meet sanctioned by Illinois Swimming and sponsored for multiple teams and swimmers within our Chapter.

The ISI meets or larger sanctioned meets (we have attended many meets in the immediate area as well as meets sanctioned by Indiana Swimming, Iowa Swimming and Michigan Swimming) are generally 2- or 3-day meets divided up by sessions according to age groups. These can vary and from meet to meet. The swimmers will compete against other swimmers of their age group and similar abilities. All swimmers are generally able to participate in these meets—subject to occasional age and time restrictions. Sign up for these meets is usually done at least 6 weeks prior to the meet.

There is a progression that the swimmers will flow through as they improve their abilities. All swimmers start out on the same motivational time level or plateau and they progress as they are able to move up the “ladder” so to speak. There are meets during and after the regular season for which swimmers can strive to achieve desired times.

Parents and swimmers might consider using a form of the following table which identifies the motivational time levels provided by USA Swimming and allows swimmers to track their times. Additionally, swimmers and parents alike have access via USA Swimming’s website to all swimmer results at all meets. The entire 2013-2016 National Age Group Motivational Times for long course and short course competition are provided on the website under the “FOR SWIMMERS” tab.

LEVEL	MY TIME	MY GOAL	SWIMMER NOTES
AAAA TIME			
AAA TIME			
STATE			
AA TIME			
A TIME			
REGIONAL			
BB TIME			
B TIME			
C TIME			

The motivational times are intended to allow consideration of the percentile occupied by swimmers in each event and distance, within the same sex and age group. A “B” time indicates

that the swimmer is in the top 55%, “BB” in the top 35%, “A” in the top 15%, “AA” in the top 8%, “AAA” in the top 6% and “AAAA” in the top 2%.

Additionally, ISI sets state time standards to identify the cuts for the regional and state meets. Sectional times also define who can attend sectional. Please see the link under “FOR SWIMMERS” for all state and sectional time standards.

Do not get distracted by time standards. Yes, they are motivational and they allow distinctions among swimmers. However, the risk of focusing too much on standards lies in the varied maturation rates of kids on all levels. It is very normal for your swimmer to have different time standards for different strokes. Swimmers may even have different standards for the same stroke but different distances or different course styles at the same distance. As your swimmer matures, their best stroke and distances may change. A swimmer should not “specialize” until they have completed physical maturation. Swimming all the strokes and all the distances will only improve a swimmer’s physical and mental development throughout their career.

Simply stated, while improvement is desired, it does not always happen or happen to the extent hoped for. Patience rules, and parents and swimmers should avoid comparing times of one swimmer to another. Doing so ignores the uniqueness of each and every swimmer.

### **What is a Time Trial?**

A time trial is a sanctioned event that can occur as a scheduled meet among members of only one team or as a limited number of events between sessions of a larger meet. A time trial may appear on the calendar, but larger meet hosts will occasionally announce time trials as late as the day of the larger meet. Time trials may also arise at a regional or state meet. If a swimmer is interested in swimming an unscheduled time trial, please notify the head coach as soon as possible. Time trials are shorter meet sessions due to the limited number of events and as a result of the limited number of swimmers. Signup for a scheduled time trial hosted by EST will usually be opened 10-14 days in advance and close a few days prior to the meet session. It is your responsibility to indicate that your child will be participating and to select the events in which they will swim.

### **What is a Dual Meet?**

A dual meet is a meet with just one other team. These meets are single day or night meets that last approximately 3-4 hours. You may sign up your swimmer via the team website. Sign up is typically posted a 10-14 days in advance. It is your responsibility to indicate that your child will be participating and to select the events in which they will swim.

### **Sanctioned Meets**

One of our team’s most critical activities is the preparation of our entries in sanctioned meets, including major meets. Entry information must be prepared early and accurately to insure that all interested swimmers are entered in the proper events with the proper seed times. Failure to accurately prepare meet entries can either deny a swimmer the opportunity to participate or can

cost a lot of money in wasted meet and event entry fees. For these reasons, the following entry procedure will be strictly followed.

The basic features of our entry system are:

1. The coaching staff coordinates all entries after parents have a chance to register swimmers for the meet.
2. The list of meets is included on the website. Please refer to the website and determine which meets you wish to enter with the team. Entries for the larger meets are generally due back to the other teams many weeks before the meet so families need to plan ahead.
3. Each parent is responsible for signing their swimmer up for their desired events.
4. If one of your swimmers is entered in a larger meet hosted by another team and the swimmer does not attend, you will be charged the meet athlete fee plus the entry fees for each event entered. EST pays the entry fees for meets in which EST competes as a team but it does not pay entry fees for meets that a swimmer does not attend.
5. Once an entry is completed, please make a record of the events and session times.
6. Most teams will not accept late entries or changes, so please be absolutely sure when you are turning down the opportunity to have your swimmer enter a meet or registering your swimmer for particular events.
7. Regarding the relay entries, the coaches will enter relay teams based on the number of boys or girls entered in an age group and their abilities and willingness to swim. The actual swimmers that swim the relays will be assigned at the meet, during warm-ups or during an earlier portion of the meet—depending on the timing of the relay events.
8. The coaches will determine all times entered. Every effort will be made to make sure that swimmers' correct best times are being entered. However, because we submit our entries as much as seven weeks before meets and because it can take two weeks to receive the official times from previous meets, some seed times may not be as up-to-date as we would like them to be.

A complete listing of the ISI meets held during the year is available in the ISI website, [www.ilswim.org](http://www.ilswim.org), which can also be accessed through our website, [www.swimest.org](http://www.swimest.org). You may enter any of the listed meets that we are not attending as a team by requesting a copy of the meet packet from the host team. However, you should remember this must be done weeks in advance and you MUST contact the coach for the proper times to enter and obtain meet result, if necessary. The coaches will advise you concerning what will be necessary in your swimmer's situation. If you choose to attend one of these other ISI meets, EST will not pay the entry fee and you should insure that this fee is properly calculated and delivered to the host team.

After an entry has been completed and mailed to the host team, parents and swimmers will be able to check the ISI meet lineup for each swimmer's events and times along with the schedule of event, etc. on the host team website. The entries will also be posted on deck and in the hallway prior to the meets. Swimmers should check their events whenever they are circulated before the meet, but not later than when posted prior to the meets.

Please check the lineup before contacting the coach to avoid tying up the coach unnecessarily. If there seems to be a problem, contact the coach as soon as possible. Do not wait to report any error.

## **USA Membership**

All EST swimmers must hold a USA Swimming membership. This membership fee is included in the team fees. The team will automatically submit applications for USA membership. This membership is required to enter USA sanctioned meets and also provide limited insurance coverage for each swimmer during USA sanctioned events and practices. EST collects the USA Swimming and Illinois Swimming membership fees and EST handles registration. All EST swimmers pay the membership fees and EST does not prorate these fees.

### **Eligibility Rules for USA meets**

If a swimmer transfers from another swim team with USA Swimming affiliation, he or she must be “unattached” for 120 days before representing EST. The 120-day period of unattachment begins with the last date on which he/she swam in a meet representing his or her previous team, and the period may have already run before choosing to swim with EST. At all times, swimmers transferring to or from EST should be aware of Section 203.3 of the USA Swimming Rules (the “120-Day Rule”).

### **Summer Eligibility**

Swimmers must be registered with USA Swimming in order to represent EST during the summer program. Swimmers may still attend camps and summer school, as do many EST swimmers, and they may also simultaneously participate in the York swim camp (generally 6 AM-9AM) and EST practices and meets.

### **Determining Ages for Meets**

For all meets the age group they swim in is determined by their age (by date of birth) on the *first* day of the meet. For example, if we have a meet on December 12, 13, 14 and a swimmer is 10 on December 12, the swimmer will swim as a 9-10 year old for the entire meet. If the swimmer’s birthday is on December 11 the swimmer will move to the 11-12 age group for the entire meet. A birthday occurring other than on the first day of a meet will not cause a change in age group in the middle of a meet. Please note that your swimmer will occasionally swim in a consolidated or combined event with swimmers in other age groups. Additionally, some younger swimmers may elect to swim in older age group events when an event for their age group is not offered at a meet. This election can only be made in cooperation with the head coach.

## **Chaperones for Away Meets**

Swimmers will not be allowed to represent EST at away meets without parental supervision or adult chaperones, as appropriate. It is not the responsibility of the coaches or the Board to provide swimmer transportation or supervision.

## **Frequency of Competition**

EST meets are scheduled so that swimmers may compete two to three times each month. This is done so that swimmers will constantly be eager to swim as well as have the time drops they desire. To swim every weekend seems like a great idea in October and November, but please remember that the season is long, and both swimmers and parents need time to be themselves and have a life outside the swimming world. We want our swimmers enthusiastic and still ready to swim fast in February or March.

## **Relay Selections**

When the coaches select positions for relays, several factors enter into the decision as to who swims what relay and in what position. For major meets and invitationals, key head-on dual meets, Age Group and Senior Championships, the fastest four swimmers will generally be put on the relay teams; however, in other instances, such as low-key meets and some early season ISI and invitational meets, coaches may enter different relays than what might normally be expected. There are many reasons why coaches will do this. They may be giving another person a chance to swim in an "A" relay. They may stagger the competition to draw out two or three good relay performances to see what an individual will do when forced to lead-off or anchor. Or they may try to force someone other than the usual three or four to come through for the team.

Chances are that if you have questions about a relay, the explanation is a simple one. If you believe an injustice has been done, please discuss it with the coach politely. Remember we want to do what is best for the team and the coaches will make their decisions accordingly. The Head Coach's decisions are final.

## **TRANSPORTATION TO MEETS**

The Board has established the following guidelines for our team:

- A parent is responsible for arranging transportation and lodging, if required, to away meets. In the event of EST attending a meet requiring an overnight stay, the club will designate meet headquarters for the team which hopefully will provide special rates and be convenient for our families to reach one another.
- **PARENTS ARE REQUIRED TO ATTEND AND SUPERVISE THEIR ATHLETES**
- If this is not possible you may attempt to make arrangements with another parent. This is especially important when concerned with older swimmers who may take the responsibility of driving, etc. The coach has many responsibilities to the team. Therefore, do not ask a coach to babysit your swimmer.
- Any swimmer riding in a car is responsible for his own behavior and is expected to observe the team's rules of conduct.
- Please be aware that, in agreeing to take another swimmer to a meet you are responsible for that swimmer's supervision. This may seem a simple matter if the meet is a few towns away and you will only be gone for 4 or 5 hours. However, if the meet requires an overnight stay, you are responsible for the swimmer whenever they are not swimming

Parents and swimmers should review and consider the team travel policy.

### **Coaches' Responsibility for Swimmers**

If a swimmer is registered with a swim team other than EST and, while registered with the other team, scores times which qualify him/her for a regional or state meet, the EST coaching staff will not be responsible for that swimmer at that regional or state meet. It is suggested that the swimmer arrange for coaching support at the meet with the team with which he or she qualified.

### **Voluntariness of Association and Compliance with Team Policies**

EST is a not-for-profit corporation and membership is voluntary. By registering a swimmer or swimmers with EST, you have agreed to associate on a purely voluntary basis with EST and its families, coaches, volunteers and swimmers. EST posts its bylaws and policies in the member areas of its website. Please review these policies so that you and the team and its members can avoid any problems.

Coaches' decisions are final. EST's board of directors and executive committee decisions are also final.